



California Department of Education – Curriculum & Instruction Branch

**Child Development  
Division**

**MANAGEMENT  
BULLETIN**

<b>Subject:</b> Program Self Evaluation Due June 1	<b>Number:</b> 04-02
<b>Authority:</b> <i>California Code of Regulations, Title 5, Education, Division 19, Chapters 12 &amp; 13, Article 2, sections 18270.5 and 18279, Education Code sections 8208(z)(1)(2), 8244, 8360, 8360.1, 8360.2, 8363, 8364 and 8365</i>	<b>Date:</b> February 2004
	<b>Expires:</b> Until Rescinded

**ATTENTION: PROGRAM DIRECTORS OF CHILD CARE AND DEVELOPMENT PROGRAMS**

**PURPOSE:** This management bulletin informs existing California Department of Education, Child Development Division (CDE/CDD), contractors of the requirements regarding the program self evaluation that is due annually on June 1. In accordance with the Desired Results System implemented by the Department of Education, the attached forms and instructions must be completed and submitted for each contract type to the Department no later than 5:00 p.m. on June 1 of each contract year.

**Alternative Payment and Resource and Referral Contractors** - Alternative Payment (including CalWORKs) and Resource and Referral Contractors need to submit the Alternative Payment/Resource and Referral Programs Summary of Self-Review Findings, form CD 2221, ONLY.

**Direct Services Contractors** - All other agencies need to complete and submit the five components listed below:

- **Agency Annual Report** - This report is completed for each contract held by the agency (formerly titled Agency Self Evaluation Report).
- **CCR/CMR Summary of Findings** - The agency completes a summary of findings for each contract using the CCR/CMR review document available on our Web site at: [http://www.cde.ca.gov/cyfsbranch/child\\_development/downloads/reviewguide.pdf](http://www.cde.ca.gov/cyfsbranch/child_development/downloads/reviewguide.pdf).
- **Environment Rating Scale Summary of Findings** - The agency completes the applicable Environment Rating Scale and summarizes the findings for each contract. Use the *Infant/Toddler Environment Rating Scale-Revised* (ITERS-R) for programs that serve infants and toddlers to age 36 months. Use the *Early Childhood Environment Rating Scale-Revised* (ECERS-R) for programs serving preschool aged (3-5 years) children. Use the *Family Day Care Environment Rating Scale* (FDCERS) for those programs that operate Family Day Care Home Networks, and use the *School-Age Care Environment Rating Scale* (SACERS) for those programs that are latchkey or serve school aged children. Summarize your findings by contract.

- **Desired Results Program Action Plan** - The comprehensive Program Action Plan guides a program by examining all components of the program operations, determining its strengths and areas for improvement, and establishing program goals for the coming year. The Desired Results System requires a separate Program Action Plan completed for each contract annually, including the results of the Desired Results Parent Survey, Environment Rating Scales, and Desired Results Developmental Profile summaries.
- **Personnel Roster** - Child care program staff employed under specific job classifications must possess appropriate permits, credentials, or specific educational qualifications. Permits and credentials are issued by the Commission on Teacher Credentialing. Information regarding issuance of permits and credentials is available from their Web site, [www.ctc.ca.gov](http://www.ctc.ca.gov). Detailed instructions along with a sample of a completed form are included in this bulletin along with the Staffing Level Summary Sheet. If your program operates as a Family Child Care Home Network, complete a personnel roster for ONLY the program director of each network. Copies of the permits/credentials or other documentation verifying staff qualifications need not be submitted; however, copies of current permits/credentials or other required documentation are to be maintained by the agency and made available upon request.

Use the Agency Annual Report as a cover document. Attach the CCR/CMR Summary of Findings, Environment Rating Scale Summary of Findings, the Desired Results Program Action Plan available at: [http://www.cde.ca.gov/cyfsbranch/child\\_development/drpdforms.htm](http://www.cde.ca.gov/cyfsbranch/child_development/drpdforms.htm). In addition, the Personnel Roster form itself must be included. This document may be accessed through this Web page: [http://www.cde.ca.gov/cyfsbranch/child\\_development/forms.htm](http://www.cde.ca.gov/cyfsbranch/child_development/forms.htm). Submit all documents to CDD by June 1 of each program year.

### **STATUTORY or REGULATORY REQUIREMENT**

*California Code of Regulations (CCR), Title 5, Education, Section 18279 states:*

- (a) Each contractor shall develop and implement an annual plan for its program self-evaluation process.
- (b) The annual plan shall include the following:
  - (1) A self-evaluation based on the use of the CCR, as defined in subsection 18023(a)(2) of this Chapter.
  - (2) An assessment of the program by parents using the Desired Results Parent Survey, as defined in subsection 18270.5(d) of this Chapter.
  - (3) An assessment of the program by staff and board members as evidenced by written documentation.
  - (4) An analysis of the CCR findings, including the Desired Results Developmental Profiles, the environment rating scales, and the Desired Results Parent Survey, each of which are defined in Section 18270.5 of this Chapter; together with all other self-evaluation findings.
  - (5) A written list of tasks needed to modify the program in order to address all areas that need improvement, as indicated in the analysis specified in subsection (b)(4).

(6) Procedures for the ongoing monitoring of the program to assure that areas of the program that are satisfactory continue to meet standards, and areas requiring modification pursuant to subsection (b)(5) are addressed in a timely and effective manner.

(c) The contractor shall use the Agency Self-Evaluation Report, as defined in subsection 18270.5(a) of this Chapter, to submit a summary of the findings of the program self evaluation to the California Department of Education by June 1 of each year.

(d) The contractor shall modify its program to address any areas identified during the self evaluation as needing improvement.

*Education Code* sections 8208(z)(1)(2), 8244, 8360, 8360.1, 8360.2, 8363, 8364 and 8365 require that child care program staff employed under specific job classifications possess appropriate permits, credentials, or specific educational qualifications. As a condition of continued funding, agencies certify annually that they employ qualified staff in their programs.

Mail all forms to:

**California Department of Education  
Child Development Division  
1430 N Street, Suite 3410  
Sacramento, CA 95814-5901**

/s/ Michael Jett

/s/ Sue Stickel

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Enclosures

<p>This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to <i>Education Code</i> 33308.5.</p>
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